GOVERNMENT ACCESS

1. Government Access

    Vision: Provide all necessary access to accurate and timely information to internal and external customers with the eventual goal of providing services that offer a quality of life that will meet the expectations of the community. Decisions, such as security of information, ease of access and cost to utilize it, will be determined on a cost/value basis with revenue to finance the resources being derived from direct charge backs to customers utilizing the system. The cornerstones of government access are to provide general public information at no direct charge to the customer to ensure that an informed citizen is the best manager of their government, and to reinvent the way government services are provided to the customer which will maximize high-quality service at the lowest possible cost.

2. A new committee will be formed, which will be known as **the Government Access and Information Committee (GAIC). The charge of this committee is as follows:**

    Responsible for establishing policy for government access (participation, standards).

    Reviewing hardware/software configurations for City and County entities to establish connectivity and communication access to information.

    Recommend **rate policies and structures** to the DPPC Committee.

    Establish security standards for access to/from government information for customers.

    Receive reports from the DPPC Committee, concerning appropriations and rate recommendations for each fiscal year.

    Formulate annual direction for government access efforts in the arena of software and hardware. This will be in conjunction with each agency's operating budget process. Unanticipated needs that occur through a fiscal year will have the custodian agency preparing a report to GAIC members for their information.

    The committee will be made up of two members from the City (one from the Mayor's office), two members from the County (one elected official), two members from the general public who will be nominated by the Mayor and approved by the City Council and County Board, and

three rotating members from departments in the City, County, Lincoln Electric System. The Records Manager from the County will sit on the committee as an ax-officio member. The rotating department members will serve one-year terms. The City and County members will serve as long as the respective elected bodies wish the individuals to serve. The citizen members will each serve for two years, alternating terms. Any City and County department representative may attend any meeting of the GAIC.

The committee will make an annual report to the **City Council and County Board**, identifying recommendations of their charges. The elected boards will need to ratify the policy recommendations of the GAIC committee annually.

3. The Data Processing Policy Committee (DPPC) will be responsible for the following:

Review recommendations from the GAIC, as to financial feasibility for government access efforts.

Review status of on-going operations of the Information Services Division.

Provide technical infrastructure policy for IS operations.

Provide policy interpretation or creation as dictated by on-going events.

Report back to the GAIC Committee the financial feasibility analysis for government access efforts.

Review and approve annual budget and rates from the IS Division to support operations. Report the final decisions to the GAIC Committee.

4. The Data Processing Division will be renamed the **Information Services Division** of the Finance Department. The name more accurately reflects the service this division is to provide to realize its mission. The division will establish three sections that will be responsible for implementing separate cost centers to accurately reflect utilization by customers. The Administration Section will be a fourth section which will be an overhead charge applied to the other sections.

A. **Systems Development:** Will be responsible for software development, and upgrades for various platform devices.

B. **Technical Support/Operations:** Will be responsible for platform support and performance.

C. **Platform Support/Communication:** Will acquire, maintain, and connect microcomputer devices in City/County agencies, and will be responsible for the cross-connection of various platform devices.

D. **Administration Section** will provide administrative and clerical support services for the division.

5. City and County agencies will be required to participate in the government access system unless there are **legal restrictions or a compromise of privileged information.** Only **government agencies or contracted government service entities** can have data files residing on the government access system. The exception to this policy will be the active solicitation by the City and County to realize revenue from the private sector on the government access system. Other governmental entities that may eventually reside on this government access system will be at the discretion of the members of the GAIC where they see a positive **value/cost ratio** for admission on the system.

6. Each custodian of government data files will be identified as the organization responsible for **data maintenance.**

7. Further work by the GAIC Committee:

   * Detail of the rate structure; (tiered rates, rates by section, replacement rate structure, monthly rates, installation fees, etc.)

   * Revenue derived from outside customers; allocation structure.

   * Marketing for publicity of the system and sale to the private and public sectors.

   * Hardware configuration and access mediums.

   * Government access policies:

     Class of data that will be available for access.

     Policy to describe free access information.

     Who will pay for government access costs?